Refund Policy

The refund policy for Essential Medical and Mental Health Institute (EMMI) is as follows:

all monies paid by a prospective student are refunded if: the student requests a refund within three (3) business days after signing a contract;

OR no contract is signed and prior to classes beginning the student requests a refund within three (3) business days after making a payment.

Essential Medical and Mental Health Institute (EMMI) ensures that deposits or down payments are credited as tuition payments unless clearly identified on receipt by the institution as application or other fees.

Essential Medical and Mental Health Institute (EMMI) adopts a policy that ensures that only one of the following criteria is used to calculate refunds, which is the last date of attendance by the student.

The institution will assess no administrative and/or withdrawal fee of a student who withdraws from the institution.

Essential Medical and Mental Health Institute (EMMI) ensures that:

* refunds are based on tuition paid for segments of the instructional program as described by the institution in the enrollment agreement, i.e., quarter, semester, module, or term, in no case more than twelve (12) months; if the institution’s refund policy is more favorable to the student than NPEC’s, it will refund the student the greater amount; refunds are made in full to the student within forty-five (45) days of the date of withdrawal; refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program; if a student withdraws after completing 50% of the program, no refund of tuition is required; this policy only applies to full withdrawals, and it is up to the institution to determine policies for refunds for partial (course) withdrawals.
* Students need to submit a formal letter to withdraw from the school, including the date of such request. The withdrawal process will begin within 48 hours of receipt of student’s request. All funds that are owed the student will be refunded with forty-five (45) days of the date of withdrawal.

Essential Medical and Mental Health Institute (EMMI) has adopted a policy:

* for addressing extenuating circumstances such as student injury, prolonged illness or death, or other circumstances which prohibit completion of the course or program of study; that establishes a process for determining a settlement which is reasonable and fair to the student and the institution. Therefore, student must submit documentation by physicians related to illness or injury, verification of family member is of the immediate family (e.g. mother, father, sister, brother, child).
* the date on which the student has begun the official withdrawal process as prescribed by the institution will be used to determine the refund.

Essential Medical and Mental Health Institute (EMMI) ensures that if the institution cancels or changes a program of study or course (time or location) in such a way that a student who has started the program or course is unable to continue: makes arrangements in a timely manner to accommodate the needs of each student enrolled in the program;

OR refunds all money paid by the student for the program of study or course if alternative arrangements determined by NPEC to be equitable to both the institution and the student are not possible.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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